



**Job Description**  
**Payroll / Accounts Payable Coordinator**  
**First Baptist Church, Richmond, VA**

**Position Title:** Payroll and Accounts Payable Coordinator

**Immediate Supervisor:** Business Manager with a direct connection to the Senior Associate Pastor and the Church Treasurer

**General Description and Essential Job Functions:**

- Bi-weekly payroll, including salaried and hourly.
- Payroll related deposits; taxes; retirement; health insurance; etc.
- Human resource benefits maintenance and maintenance of employee confidential HR files.
- Filing of related payroll tax forms.
- Accounts Payable: Entering invoices; apply check accounts codes to be charged; assure timely payment to avoid finance charges.

**Qualifications:**

- Bachelor's degree in accounting, finance, or minimum five to eight years' experience.
- Significant business experience and knowledge in church, nonprofit, or corporate environment.
- Demonstrated proficiency in computer skills including MS Word, Excel, Access, PowerPoint, and specific fund-based accounting software, e.g. Shelby Next Financial System.
- Strong communication skills and ability to interact with the entire church congregation.
- Demonstrated ability to present financial information to non-financial audience.
- Capability to work independently as well as a team member.
- High personal integrity, confidentiality, and credibility with a strong set of values consistent with FBC culture.

**Knowledge, Skills, and Abilities:**

- Knowledge of accounting and general office practices and procedures.
- Ability to apply discretion and independent judgment and exercise confidentiality.
- Must be detail oriented, have ability to multi-task and be organized to provide high level of service to employees/vendors.
- Ability to function within a computerized, double entry, full accrual accounting environment, knowledge of Shelby software preferable.
- Ability to organize and maintain files of accounting and human resource records; including but not limited to, benefits processing, coordinating operational issues and questions with health insurance broker, maintaining employee confidential files, and related paperwork, etc.
- Ability to apply attention to detail and to perform assigned work at a level of proficiency that will limit the impact of errors.
- Ability to process financial documents in compliance with established policies and procedures.

Please submit cover letter and resume to Kim Boys ([mailto: boys@fbcrichmond.org](mailto:boys@fbcrichmond.org))